

# Full terms and conditions

## Terms and conditions for NEA property management system

- I will only enter personal data into this system when person whom the data belongs to has given consent for their data to be stored
- I will keep all data stored accurate and up to date
- I will not share that data stored on this system with any unauthorised person or an organisation
- I will not use this system to store data about a tenant that has left a unit
- I will delete personal data on anyone as soon as it becomes unnecessary
- I will not share my password anywhere or with anyone who is unauthorised to access the data stored by the system
- I understand that the creator of this system is not responsible for the security of any data stored in this system
- I accept that I hold complete responsibility for any data breaches involved in data stored in this instance of the system
- I will not alter any files relating to this system except through this system
- I will not distribute this system without the creator's prior consent
- I have read the most recent data protection act (2018 as of writing), understand its content, and agree to abide by the rules set out in it.
- I will handle a freedom of information request in the guidelines presented in the freedom of information act.
- I will alert the creator of this system of any security breaches or bugs as soon I am aware of one.